



COLUMBUS BUSINESS RETURN 2003 BR-25 INSTRUCTIONS

The City of Columbus administers the municipal income tax for Columbus, Brice, Canal Winchester, Grove City, Groveport, Harrisburg, Lithopolis, Marble Cliff and Obetz. Businesses conducting activities within these areas are liable for the income tax at the rates shown on Form BR-25.

The Columbus Income Tax Division is located at 50 W. Gay Street, 4th Floor, Columbus, Ohio 43215. The mailing address for submitting tax forms and payments is: Columbus Income Tax Division, PO Box 182158, Columbus, Ohio 43218-2158. These instructions are applicable to Columbus and all municipalities listed for which Columbus administers the tax. The enclosed forms are not to be used for filing tax returns for municipalities not listed above.

If you have any questions about completing any of our forms and/or need tax forms, please call 645-7370. **All forms and instructions are also available on-line at www.columbustax.net.**

GENERAL INSTRUCTIONS

By Whom This Form is to be Used.

- *Associations (including Partnerships, Joint Ventures, etc.)
- *Corporations (including S-Corporations)
- *Fiduciaries - Estates and Trusts (including Grantor Trusts)

The following business enterprises must file an annual return on form BR-25 and a Declaration of Estimated Tax for the current year on form BR-21:

1. **ASSOCIATIONS** deriving income from work done or services performed or rendered and business conducted in Columbus and all other cities or villages in our group. Taxable income for Associations with special allocations of ordinary income will be based on positive partner allocations before negative partner deductions.
2. **CORPORATIONS and FIDUCIARIES (ESTATES and TRUSTS)** deriving income or losses from work done or services performed or rendered and business conducted in Columbus and/or any of the municipalities listed for which Columbus administers the income tax. **All taxpayers engaged in business, including S-Corporations and Partnerships must file an annual return even if a loss is**

claimed on the business. A declaration of estimated city income tax is also required for all business entities. If the Declaration of Estimated Tax form is not included with this mailing, please download a form BR-21 from our website or call (614) 645-7370.

Columbus Administers for:

| | | | |
|------------------|----|--------------|----|
| Columbus | 2% | Harrisburg | 1% |
| Brice | 1% | Lithopolis | 1% |
| Canal Winchester | 2% | Marble Cliff | 2% |
| Grove City | 2% | Obetz | 2% |
| Groveport | 2% | | |

When a Return is not Required.

Nonprofit businesses (as defined in I.R.C. Section 501(c)) are not required to file an annual city tax return if a copy of the organization's approved I.R.S. determination letter is on file with the City. However, should such a business have unrelated business income (as defined in I.R.C. Section 512), said business is required to file a city income tax return and pay tax thereon.

NOTE: Associations whose only activity is as an investment club must file a city income tax return, even though profits earned from this kind of enterprise are non-taxable.

When and Where to File This Return.

This return must be filed on or before the fifteenth day of the fourth month following the close of the tax year. For calendar year taxpayers, this means the return is due April 15th. Make checks or money orders payable to **CITY TREASURER**, and mail to: **Columbus Income Tax Division, PO Box 182158, Columbus, Ohio 43218-2158.**

A 180 day extension of time to file will be granted provided an extension request has been filed with the Income Tax Division by the original due date of the return. A copy of your Federal extension will be accepted if: 1) no payment is required to be made with the extension request; and 2) it is received by the City prior to the original due date of the return. If payment is due with your extension request, it must be made using City Extension form IT-42 which is available on our website or may be requested by calling (614) 645-7370.

If you are unable to pay any taxes owed, you should still file your return timely to avoid late filing charges.

Payment and Refunds.

If the full amount of the business tax liability is not paid by remittance of the estimated tax for the City of Columbus and/or any of the municipalities listed for which Columbus administers the income tax, any unpaid balance must be paid when filing this return, unless the balance due is less than \$1.00.

Refunds due to an overpayment of estimated tax or payments made on your behalf by an association, may be requested, provided any overpayment is \$1.00 or more and you have indicated on the return a desire to have a refund.

No refund or carryforwards of overpayment to subsequent years shall be allowed unless a written request is presented to the Administrator of the Columbus Income Tax Division within three (3) years of the date taxes were due.

Penalties and Interest.

Penalties are provided by ordinance for failure to file and pay tax due on a required return, for filing late and for filing a false or fraudulent return. **NOTE:** Corporations, associations, trusts and estates located within or doing business within Columbus, Brice, Harrisburg or Marble Cliff will incur a penalty of \$25.00 per month up to a maximum of \$150.00 per city for failing to file this return in a timely fashion. A late filing fee of \$5.00 per day not to exceed \$25.00 will be assessed to Lithopolis businesses who fail to file form BR-25 by the due date of the return.

All taxes due to Columbus, Brice, Harrisburg or Marble Cliff remaining unpaid after they become due shall bear interest at the rate of .33% per month. The interest rate of 1.5% per month applies to all other administered municipalities except Canal Winchester which is .5% per month. For possible changes to the interest rates, please contact the respective municipality for its current interest rate. In addition to any interest assessments, a penalty of 10% of the amount of the unpaid tax shall be assessed by all municipalities.

Period Covered by This Return.

Returns are required to cover the same period covered by your Federal income tax return. Exception: Corporations that change from a C-Corporation to an S-Corporation (or vice versa) during a tax year may combine both Federal short-year periods on one (1) City return since the City does not recognize S-Corporation status.

What is Taxable Income?

All of the municipalities for which Columbus administers the income tax impose a tax only on the portion of the net profits arising from business or professional activities conducted within their boundaries. Net operating loss carryforwards and carrybacks are not permitted for any municipality for which Columbus administers the tax. In addition, the following applies:

- A **In the case of RESIDENT and NONRESIDENT ASSOCIATIONS** (PARTNERSHIPS, LIMITED PARTNERSHIPS, AND LIMITED LIABILITY CORPORATIONS (LLCs) treated as partnerships for Federal income tax purposes):

Columbus and all the municipalities in our collection group except Groveport require that the partnership (or LLC) pay all tax due on behalf of all affected partners. Guaranteed payments to partners and positive distributions to partners from special allocations must be included in net profits.

- B. **In the case of CORPORATIONS** (including S-CORPORATIONS and LIMITED LIABILITY CORPORATIONS (LLCs) treated as corporations for Federal income tax purposes} AND FIDUCIARIES (ESTATES AND TRUSTS): all of the municipalities for which Columbus administers the tax require that the corporation or fiduciary pay all tax due on their taxable income. Sub-Chapter S Corporations are taxed as regular C-Corporations for city tax purposes, and must adjust their income accordingly.

Income From Associations (Partnerships, Joint Ventures, etc.)

If you are a member of and have received income and/or incurred a loss from two (2) or more associations, you may combine the income and losses from those associations to the extent said income or loss is reportable for municipal tax purposes to the same taxing district.

Consolidated Returns (Corporations Only).

An affiliated group of corporations may file a consolidated income tax return if that affiliated group for the same tax reporting period filed a consolidated return for federal income tax purposes. Only those members of the affiliated group that are conducting business within the City and are subject to the tax shall be allowed to deduct a loss from the gain of another corporation in the group having a taxable profit and the operations of only those members of the affiliated group that are conducting business within the City and are subject to the tax may be taken into consideration in computing net profits or the business allocation percentage formula of another.

What to Attach to Your Return.

Partnerships/Associations should attach Pages 1 through 4 of their Federal Form 1065, and copies of all K-1s. **NOTE:** preparers should note each partner's share of city income and city tax paid on each partner's behalf on their respective K-1s.

Corporations should attach copies of Pages 1 through 4 of their Federal Form 1120 or 1120S (whichever is applicable). Corporations who file their Federal return using Form 1120A should attach copies of Pages 1 and 2 of their 1120A.

Fiduciaries/Trusts/Estates should attach a copy of Page 1 of their Federal Form 1041.

All Taxpayers should attach copies of all 1099-MISC forms issued to central Ohio residents and copies of the following if they are attached to their Federal returns: 1) a Schedule of Other Income; 2) a Schedule of Other Deductions; 3) a Schedule of Schedule A Other Costs; 4) Form 8825; 5) Form 4797; and 6) Federal Schedule E.

INSTRUCTIONS FOR COMPLETING FORM BR-25

Indicate year of tax return with beginning and ending dates. Fiscal year taxpayers use beginning year of fiscal period as year of tax return.

1. If you received a pre-printed form containing incorrect information, make the necessary corrections on the form. If the form is not pre-printed, please enter the information in the spaces provided for name, address and EIN/FID number.
2. Check the appropriate box that corresponds to the filing status of the business.
3. If you are anticipating a refund for the year in which you are filing, place an "X" in the box marked **REFUND**.

If you are amending a tax year, place an "X" in the box marked **AMENDED** and be sure to indicate the tax year that you are amending in the space provided. If you are amending the City return based upon an amended return that you filed with the I.R.S., you must include a copy of the Amended Federal Return, including any applicable schedules that pertain to the amendment. If you are filing an amended City return based upon an audit that the I.R.S. conducted, you must include documentation pertaining to the audit and note any changes that were made by the I.R.S. to reduce or increase your taxable income.

4. Complete the box that pertains to the filing of a city return in the previous year, the combined corporate return question and whether or not the account should be inactivated. If your account should be inactivated, provide an explanation. If this is a final return, give the reason why. If you sold the business, provide the name, address and phone number of the purchaser on a separate attachment. Also, indicate if the sale was a sale of assets or of stock.
5. List the city or cities of income where business is being conducted. If you are conducting business in a municipality not listed in the Tax Calculation, be sure to also list the city or cities in the spaces provided.
6. If the business address is different from the mailing address, please provide the mailing address.

Part A: Tax Calculation

NOTE: Please complete Page 2 and Schedules E and Z (if applicable) before proceeding to this section.

Taxable income should be entered to city where income was earned in the following manner:

- Column B - Enter all income from net profits of associations (partnerships, joint ventures, etc.) activities (see Schedule E and/or Schedule Z). Entry must not be less than zero.
- Column C - Enter all income from net profits of corporations and fiduciaries (from Schedule X and/or Schedule Y). Entry must not be less than zero.
- Column D - Enter total net taxable income from Columns B and/or C.
- TAX RATE - Use tax rate as indicated on appropriate city line.
- Column E - Enter the tax due - Column D multiplied by appropriate tax rate.
- Column F - Enter all city tax paid on your behalf by a partnership in which the business is a partner. Do not enter declaration or estimate payments in this column (see Line 2 below).
- Column G - Enter net tax due - Column E minus Column F.
- Line 1 - Enter total net tax due from all cities.
- Line 2 - Enter all declaration and extension payments made during the current tax year, and any overpayment carried forward from your prior year's return. **DO NOT ENTER TAX PAID BY A PARTNERSHIP IN WHICH THE BUSINESS IS A PARTNER ON THIS LINE (SEE COLUMN F ABOVE).**
- Line 3 - Subtract Line 2 from Line 1 to arrive at the net tax due. However, if the result is an overpayment, indicate amount with parentheses and carry to Line 6.
- Line 4 - Enter penalty (10% of tax due) and interest charges due if balance of tax due is not paid by due of the return. Add in late fee charges, if applicable.
- Line 5 - Enter total amount due - Line 3 plus Line 4.
- Line 6 - Enter overpayment, if applicable, from Line 3 as a positive number (do not use parentheses).
- Line 6A - Enter amount of the overpayment from Line 6 you want credited to your next year's tax estimate.
- Line 6B - Enter the amount of the overpayment from Line 6 you want refunded.

Part B

Complete this section and answer all questions that are contained in this area regarding the corporation.

SCHEDULE X

Reconciliation with Federal Income Tax Return. Enter in this section all those items shown on your Federal tax return (Forms 1041, 1065, 1120, 1120A or 1120S) which are non-taxable or non-deductible for city tax purposes. Associations reconciling from Line 1 of the "Analysis of Net Income (Loss)" section of Schedule K of Form 1065 should complete all lines as applicable except Line 4D. Taxes paid by associations on this return are considered to be paid on behalf of the members of the association and should not be deducted on Line 14 of Federal Form 1065 or Line 11 of Federal Form 8825.

Items not deductible are added to taxable income. They should be entered as follows:

- Line 4A - Losses incurred from the sale or exchange of capital or other assets.
- Line 4B - Expenses attributable to the non-taxable income shown on Lines 5A - 5E. (Use actual expenses or 5% of Line 5F, whichever is greater). (Minimum not applicable to Partnership/Associations).
- Line 4C - Taxes based on income - includes any state or municipal tax deducted.
- Line 4D - Guaranteed payments to partners - applies only if submitting income statements (if not added back into Line 1 of Schedule X - should only apply if Schedule X is reconciled from city-by-city income statement).
- Line 4E - Charitable Contributions - Partnerships and LLCs treated as partnerships for federal tax purposes must show all contributions deducted on this line. S-Corporations should report any contributions over 10% of their Schedule X, Line 1 income without regard to contributions. S-Corporations may carryforward any unused contributions as if they were C-Corporations.
- Line 4F - I.R.C. Section 754 basis adjustment depreciation and other specially allocated items (applies to associations only).

NOTE: *Partnership expenses or any portion thereof which are specifically allocated to a particular partner or group of partners (such as the Federal Section 754 Optional Basis Adjustment) may be deducted by the partnership in computing taxable net profits to be reported on the city partnership return. In this situation, the partnership must file all applicable K-1 forms with its return and pay the city tax due from each partner who has net taxable income remaining after the deduction of specially allocated expenses.*

- Line 4G - Other expenses not deductible (with explanation). Do not include expenses on income earned in other taxing districts (see Line 5E instructions).

Line 4H - Total Additions - add Lines 4A through 4G - carry result to Line 2A.

Items not taxable are deducted from taxable income. They should be entered as follows:

Line 5A - Gains from sale or exchange of capital or other assets.

Line 5B - Interest Income.

Line 5C - Dividend Income.

Line 5D - Income from patents and copyrights - Do not include royalty income derived from land (timber rights, grazing rights, etc.) which is fully taxable for city tax purposes.

Line 5E - Other exempt income (with explanation). Do not include income earned in other taxing districts - use separate accounting or Schedule Y for allocation of net income.

Line 5F - Total Deductions - add Lines 5A through 5E - carry result to Line 2B.

Distributions from investment partnerships cannot be apportioned. These distributions must be deducted on Line 2D. Distributions that are includable in local taxable income may be added back in Schedule Z.

Calculate adjusted net income (Line 3) and carry result: 1) to Part A, Page 1; 2) to adjusted net income column of Schedule Y if allocation of net profits is required; 3) or to Schedule Z if no allocation is required and you are a member of one or more associations doing business in the city where income is earned.

SCHEDULE Y - Business Allocation Formula

This schedule is to be used when a company is engaged in business in more than one city and its books and records do not disclose, with reasonable accuracy, what portion of the net profits is attributed to that part of the business within the boundaries of the city or cities involved. (Associations may not allocate rental real estate income).

SCHEDULE E

Partnership Income (or Loss) Use this section to determine the local taxable income resulting from investments in partnerships, as well as the amount of income or loss distributed or allocated by each of the investment partnerships and the amount of local tax paid by the partnership, if any, on behalf of each partner.

It is important that addresses are provided on local activities when they differ from mailing or office addresses at which little, if any, of the actual business activity of the partnership takes place.

Column 4 - Enter total income/loss incurred by each activity listed in Column 1.

Column 5 - Enter total local taxable income/loss that was distributed or allocated to cities listed in Part A of the BR-25 form. Note: Local taxable income does not include portfolio income or capital gains or losses. Information from this column must be carried over to Schedule Z for separation of income/loss by city and a consolidation of this data with that of the operating association's income/loss before posting to Part A - Column B.

Column 6 - Enter the total amount of the tax remitted by the partnership to the Columbus Income Tax Division on your behalf. Contact the Tax Masters Partner if this information is not shown on your Schedule K-1. This information is to be carried to Part A, Column F of Form BR-25.

NOTE: *When tax was paid to more than one city, please enter the sums involved to the proper city in Part A. Taxes paid on your behalf to a city for which Columbus does not administer the tax cannot be claimed in Column F.*

SCHEDULE Z

PARTNERSHIP K-1 ACTIVITY ALLOCATION

For the purpose of completing this schedule, the following definitions are provided:

Investment Partnership - the enterprise in which the primary partnership is an investor (partner).

Primary Partnership - the enterprise for whom the tax return is to be prepared.

Part I: ASSOCIATIONS ONLY

- A. Investment partnership income or loss
This column is reserved for distributions/allocations from other associations in which this association has an investment. Data for this column is obtained from Schedule E, Column 5.
- B. Primary partnership apportioned taxable income or loss
This column is reserved for allocation of income from this association's operational activities. Data is obtained from either Schedule X, Line 3 or Schedule Y. Data must be entered to the city in which the profit or loss was incurred.

- C. Local net taxable income/loss
Summation of previous two columns. Enter results to Part A, Column B of Form BR-25 by city. **Caution:** Entries in this column will be less than zero whenever a loss is incurred. The sum carried forward to Part A should be zero. This is necessary in order to avoid possible offsets of corporate income reported in Column C of Part A.

Part II: CORPORATIONS AND FIDUCIARIES

- A. Investment partnership income or loss
This column is reserved for distributions/allocations from associations in which this corporation or fiduciary is a partner. Data for this column is obtained from Schedule E, Column 5.

Enter results to Form BR-25, Part A, Column B. Caution: Entries recorded in this column will be less than zero whenever a loss is incurred. The figure carried forward to Part A in these situations should be zero. This is necessary in order to avoid a possible offset of corporate income reported in Column C of Part A with unincorporated income reported in Column B of Part A.

Instructions for Filing Form BR-21 (Declaration of Estimated Tax) and Quarterly Payment Vouchers Form BR-18

General Instructions

All business enterprises shall file a declaration setting forth the estimated annual income, together with an estimate of the amount of tax due thereon. The taxpayer's annual estimated tax liability shall be divided by four (4) to determine the amount of tax which should be paid quarterly on an estimated basis.

FILING AND PAYING - The declaration (form BR-21) should be filed by the 15th day of the fourth month of your tax year. For calendar year taxpayers, this would be April 15th. Your first quarter payment should be submitted with the declaration. No extensions of time to file or pay will be granted. Each subsequent quarterly payment should be filed using one of the vouchers that came with your BR-21. Your second, third and fourth payments are due the 15th day of the sixth, ninth and twelfth month of your tax year. For calendar year taxpayers, the payments are due on the 15th of June, September and December. Each estimated tax payment must show a credit carryforward and/or be accompanied by a payment of at least one-fourth (1/4) of the total estimated tax shown on your declaration.

NOTE: YOU WILL RECEIVE NO FURTHER NOTIFICATION OF PAYMENT DUE DATES FROM THIS OFFICE. IF YOU NEED ADDITIONAL PAYMENT VOUCHERS, PLEASE VISIT OUR WEBSITE AT WWW.COLUMBUSTAX.NET AND DOWNLOAD FORM BR-18.

Make your check payable to:
Mail form and check to:

**City Treasurer
Columbus Income Tax Division
PO Box 182158
Columbus, OH 43218-2158**

CALCULATION OF ESTIMATE - To be considered as filed in good faith and not subject to penalty and interest charges, your timely estimated tax payments must not be less than **90%** of the total tax liability shown in Column E on your final return. We will also consider timely estimated tax payments equal to your previous year's tax liability as filed in good faith, and thus not subject to penalty and interest. Failure to make timely estimated tax payments will result in penalty and interest assessments. A penalty of 10% and interest (rates vary by city) will be assessed on all estimated tax payments which are underpaid and/or not timely received. If tax is due to more than one city, each city is considered separately in the calculation and payment of a good faith estimate.

AN AMENDED DECLARATION - may be filed by each quarterly due date to increase or decrease the original declaration as deemed necessary. Use form BR-21 and mark the box at the top right portion of the form designated as "AMENDED". If an amended declaration is filed, the balance of the estimated tax, as amended, should be paid in equal installments on or before the remaining payment dates. If no amended declarations are filed, it shall be assumed that estimated income in the amount shown on the original declaration is earned ratably throughout the year. Documentation may be requested to verify the date and nature of unanticipated income resulting in the filing of an amended declaration of estimated tax.

PAYMENT VOUCHER - FORM BR-18

Line 1 - Indicate amount of installment.

Line 2 - Indicate amount of unused credit, applied to installment.

Line 3 - Amount of payment due (Line 1 less Line 2).

PRIOR YEAR'S CREDIT - Credit for overpayment of prior year return may be applied entirely to the first installment or apportioned to each installment. Any balance due on each installment must be paid with the installment payment voucher.

THE ORIGINAL DECLARATION MUST ASSIGN ESTIMATED TAX LIABILITY TO THE APPROPRIATE CITIES IN ORDER TO PROCESS QUARTERLY PAYMENT VOUCHERS CORRECTLY.

Please use your pre-addressed declaration forms and vouchers if provided in this tax packet. Amended declarations of estimated tax are to be sent to the above address.

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